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Pima County
Elections Department

ACCU-VOTE



OPENING THE POLLS

1. Upon arrival at the Polling Place, the supplies you need to set up the Accu-Vote will located in the steel cage (with the exception of the Black Ballot Box.)



2. Check the seal on the padlock to make sure it has not been tampered with before removing the seal and opening the cage.



3. Remove the black Accu-Vote bag from the steel cage.



4. In the side pocket you will find keys, the power cord, and a small two prong plug (to use if the outlet has no ground insert).



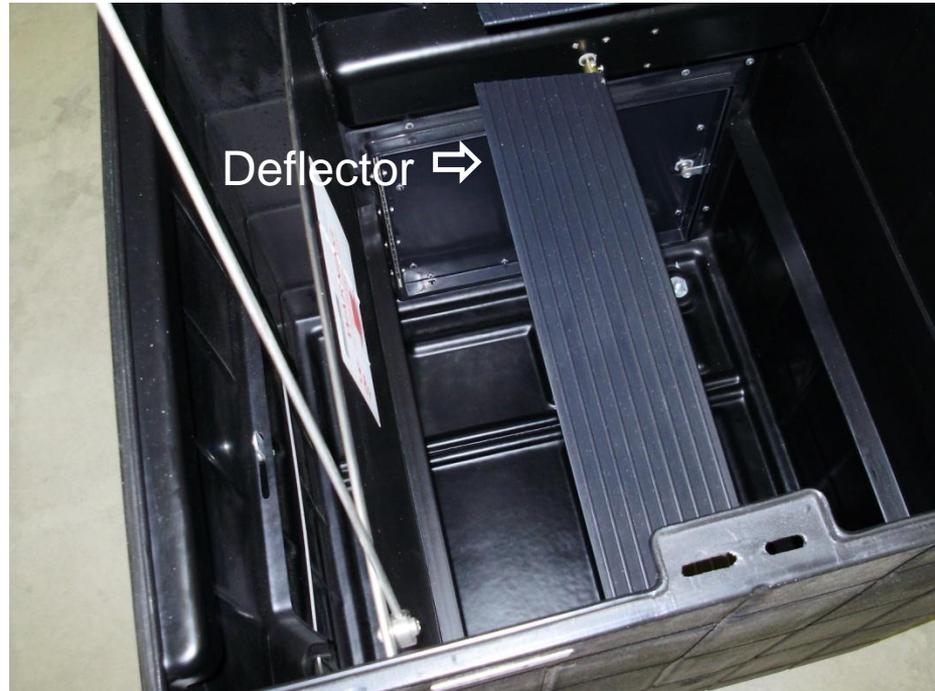
5. The main pocket holds the Optical Scan tablet and the seal log.



6. Unlock the black ballot box lid (bottom lock on the front) and prop it open using the metal arm.



7. Verify that the ballot box is empty – check all compartments. Do NOT touch the deflector.

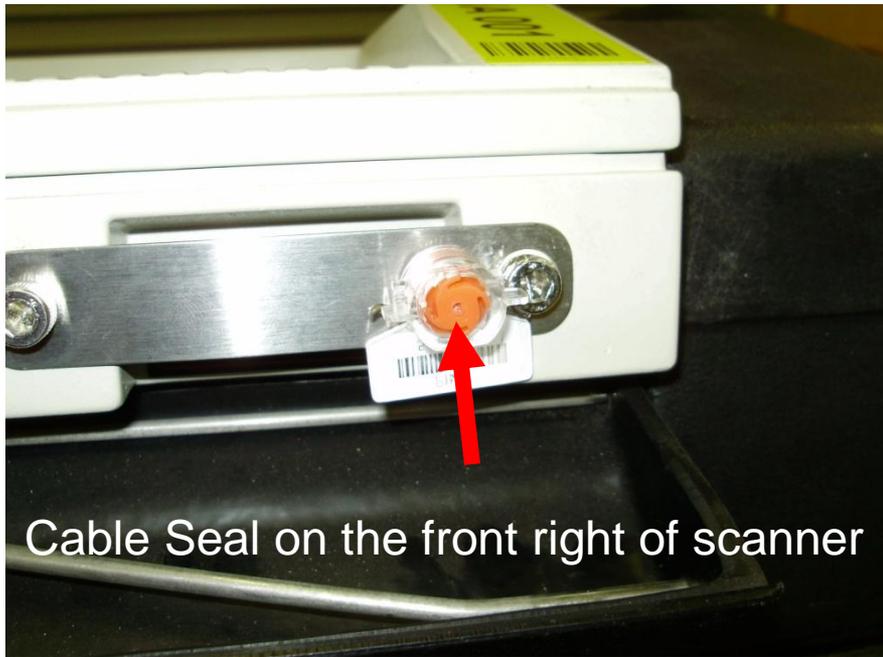


8. Close and re-lock the ballot box lid and then open the top front door of the ballot box.



This gives access to the tray where the Optical Scanner will be placed.

9. Remove the Optical Scanner unit from the carrying case and check the seals against the seal log. There are three seals.



Cable Seal on the front right of scanner



Seal on the front of scanner

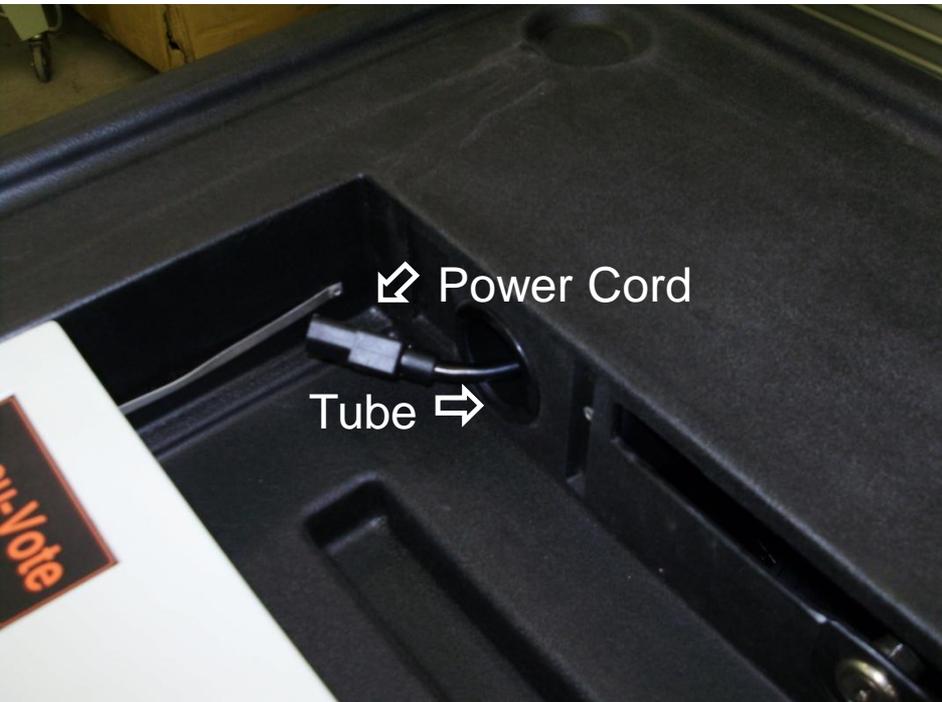


Seal on the back of scanner

10. Slide the Optical Scan unit into the top of the ballot box while aligning within the metal guide bars.



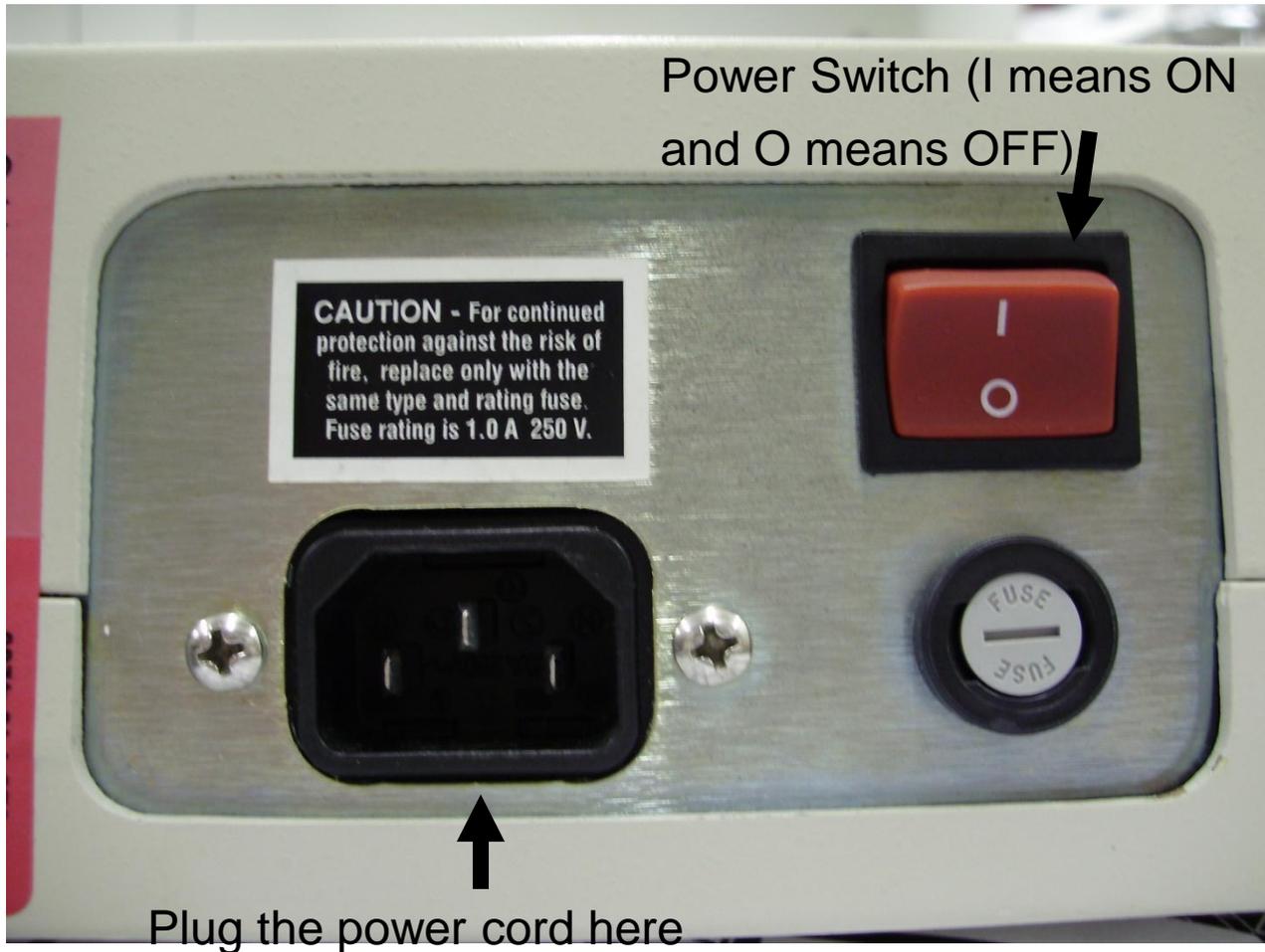
11. Leave enough space to reach the on/off switch at the rear of the unit. Run the power cord through the tube in the back of the ballot box and push the plug all the way into the Optical Scan unit. Then plug the entire assembly into a wall outlet.



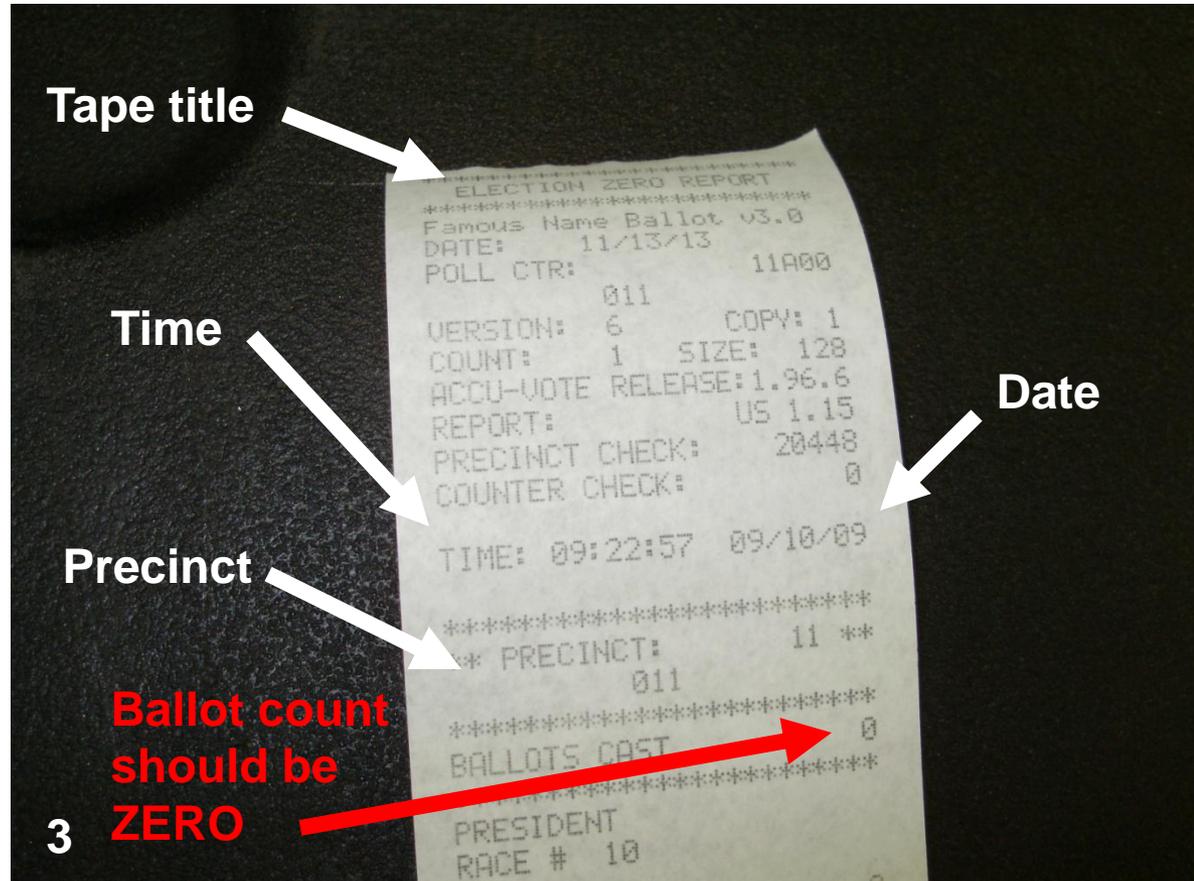
12. Unlock and remove the printer cover (on the left side top of the Optical Scanner Unit) **BEFORE** turning on the Accu-Vote and printing.



13. Turn the Accu-Vote unit on and slide it firmly back into place.



14. The Optical Scanner will show the version first and then reports the system test results. At this point, the *Election Zero Report* automatically prints.

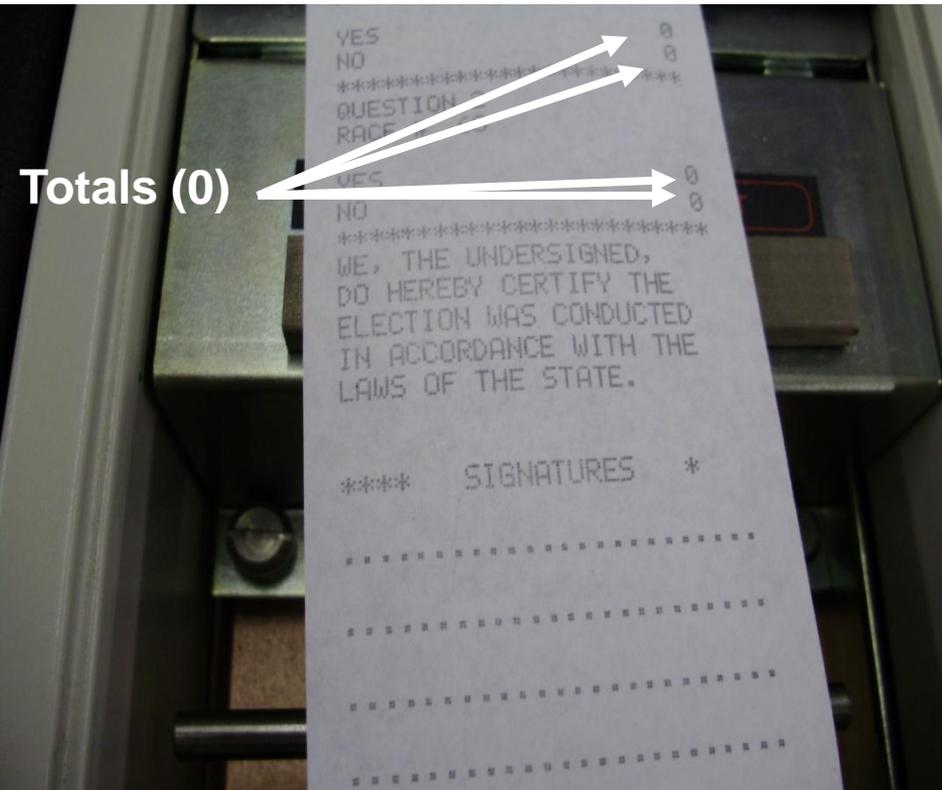


ANY problems should immediately be reported to the HOTLINE

15. The Inspector and Marshal synchronize their watches with the time printed on the zero tape (**DO NOT TEAR THE TAPE**).



16. Without tearing the tape, ensure that the printed polling place information is correct and that all the candidate and issue totals show zero (0) votes.



The Inspector, JOP & JSP need to sign the tape in the appropriate place.

17. The LCD will then display: NEED ANOTHER COPY?

Press NO



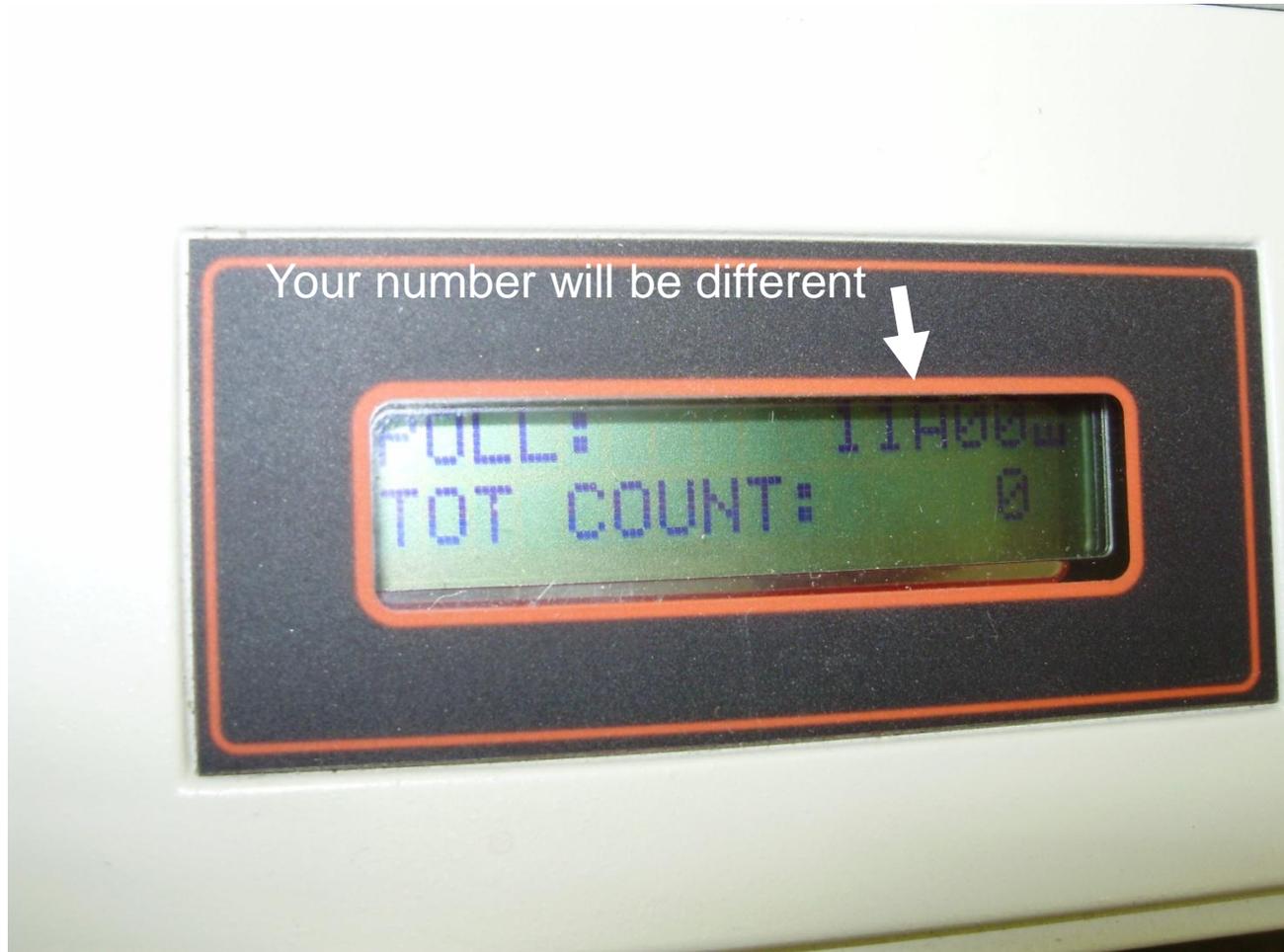
18. Roll up the printed portion of the tape and leave it in the printer compartment. Replace and lock the printer cover.



19. Close and lock the top front ballot box door to secure the Accu-Vote in place.



20. Verify that the LCD shows the correct precinct or polling place number (POLL) and that the ballot counter (TOT COUNT) shows zero.



ANY problems should immediately be reported to the HOTLINE

POLLS OPEN

The voter inserts the voted ballot into the Accu-Vote unit. The ballot is automatically pulled through the scanner, tallied, and deposited into the ballot box.



The direction of the ballot does not matter as the Accu-Vote reads both sides at once.

Take the time to ensure the voters know how to mark their ballot properly as it will lead to fewer problems throughout Election Day. Give clear instructions to the voters.

